



California Legislature

ASIAN PACIFIC ISLANDER LEGISLATIVE CAUCUS

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Legislative Internship Opening

Date Posted: June 20, 2006

Position: The Asian Pacific Islander (API) Legislative Caucus is seeking 1 full-time or 2 part-time interns. Internship will begin August or September 2006 with preference given to individuals willing to commit to six months to one year.

Location: Sacramento, California.

Compensation: Hourly paid position, depending on experience (No benefits)

Desired Skills/Qualifications: The Asian Pacific Islander Legislative Caucus, comprised of the six Democratic Asian Pacific Islander Members of the Assembly, is seeking a legislative intern (recent college graduate, graduate student or upper division undergraduate,) to assist the Caucus consultant with all aspects of day-to-day operations at the Caucus. This is an exciting opportunity to gain exposure to the legislative and political process while working on a wide-range of issues relevant to the API community. To find out more about the API Caucus, please visit <http://democrats.assembly.ca.gov/apilegcaucus/>.

Responsibilities will include:

- Compose correspondence, reports and other written materials as necessary;
- Organizing events/functions such as legislative briefings, hearings, press events and annual API Policy Summit;
- Conduct research on policy and legislation affecting the API community;
- Providing administrative coverage of Caucus office, including phone inquiries, sorting mail, and updating website;
- Community outreach and organizing, including attending community events.

The ideal candidate will possess:

- Outstanding verbal and written communication skills; ability to write and articulate ideas in a persuasive, organized, and effective manner;
- Excellent organizational skills with attention for detail;
- Strong interpersonal skills: ability to interact with legislators, legislative staff, advocates, community leaders, and a wide range of individuals;
- Ability to work in a fast-paced environment, multi-task and handle multiple projects;
- Easy going personality and a sense of humor;
- Proficiency in a wide range of computer software programs desired; graphic design and web design a plus;
- Knowledge of the legislative process a plus but not required.

Send candidate's resume with cover letter, two brief writing samples, and references by August 1, 2006 to:

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